

CONFIDENTIAL*ms. file*

Chief, Administrative Staff, ORR

12 March 1958

THRU : Chief, Geographic Research
 Executive, Photo Intelligence Division

Control of Overtime

1. Pursuant to the Assistant Director's Memorandum of 11 March 1958 concerning the subject, this is to assure you that [redacted] covering hours of work generally and the use of overtime specifically, and

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[redacted] are being strictly observed by this Division.

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The use of overtime, i.e., control, is considered a normal supervisory and management function within the Division and is routinely reviewed, approved and requested by the Executive for the Chief of the Division.

2. The [redacted] cited are considered quite adequate and, accordingly, no formal Division statement of policies, procedures and methods for control of the use of overtime has been promulgated nor is such a statement considered necessary under present circumstances. However, if the Assistant Director feels that policy and procedural statements of this order should be duplicated at the Division level, it can and will be done promptly.

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[redacted]

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Distribution:

Orig & 1 - Addressee
 1 - Ch/G
 1 - D/GP/OCh/RR
 2 - D/GP/AS/RR

ORR/D/GP/AS [redacted]

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